ASSAM

Administration: The Keeper of Records is in-charge of the Archives and immediately below him are a number of Upper Division and Lower Division Assistants. The other categories of staff include Record Suppliers, Sorters, Menders, Binders, Duftries etc. There has been no change in the administrative set-up during the period under report except a few hands have been transferred to Dispur to man a small Archives there.

Budget: This office is a part of the Secretariat and its expenditure is met from the Secretariat Budget.

Building: Proposal for the construction of a new building for the proposed State Archives in the new capital at Dispur has been submitted to the Government and a plan and estimates to this effect are under preparation. A small Archives has, however, been started there after shifting a portion of our records from Shillong.

Record Management: Records belonging to the different Departments of the Secretariat were appraised. About 10% of the records examined were marked for retention. There is no retention schedule but this office follows the general instructions laid down in the Secretariat Manual relating to appraisal of non-current records.

Research and Reference: 445 queries on records from Government Departments and 250 queries from Research Scholars were attended to. 14 Research Scholars availed themselves of research facilities.

Reference Media: Compilation of amalgamated index to the Government Proceedings for the years 1968 to 1969 was completed and 1970 was taken up. Preparation of Descriptive List of pre-1874 records was continued and about 600 letters were listed.

Preservation of Records: 11,532 sheets of records were flattened, 1,050 sheets repaired with chiffon, 200 files and volumes guarded, and 50 volumes bound.

Library: 200 books were acquired during the period and 50 requisitions for books received from various Departments of the Secretariat were complied with. Besides, the research scholars made extensive use of the books and publications of the Library.